

Appearance Commission Minutes
City of Newton, NC
Meeting on Thursday, December 12, 2013

Attendees:

Melvin Caldwell	Bill Sigmon
Jan Freeman	Collette Touchette
Jim Gargis	Sandra Waters
Alicia Rayfield	

I. Welcome

II. Approval of Minutes of Thursday, November 14, 2013

- A. Collette asked for changes or amendments to the October Minutes.
- B. No changes were noted. Melvin made a motion to approve the Minutes, and Jim seconded the motion.

III. Old Business Lead

A. Financial Report Sandra

- 1. Sandra distributed copies of the 2013 – 14 Budget Report.
- 2. Members discussed line items and changes to address in the upcoming budget submission.

B. Adopt-a-Spot update Collette

- 1. Collette noted that Master Gardeners will put in the hardscape this winter and plantings in the spring.
- 2. Members are encouraged to share information to potential Adopt-a-Spot organizations and individuals.

C. Yard Sale Ordinance Collette

- 1. Collette noted that the Yard Sale Ordinance presentation to the City Council has been moved to January 7 meeting, at which time there should be a vote on the ordinance.
- 2. Collette will email members with any updates or decisions made prior to the Appearance Commission January meeting.

D. Hwy 10/16 & Little's medians landscape Collette

- 1. The Highway 10/16 median project has been approved by the Department of Transportation.
- 2. The suggestion was made that Doyle put together a cost estimate for the purchase of plantings (as recommended by Bill in his schematic design).
- 3. Members inquired about the source of funding for the project.

- E. ATM Landscape Status** **Bill/Sandra**
1. Bill and Doyle have created a design; upon request, Bill submitted potential costs of plantings, materials, etc.
 2. Recommendations were made to solicit ideas and quotes for the proposed sculpture or art object.
 3. Members suggested that the bench tie in to the Streetscape Plan for the city.
 4. Bill reviewed the ATM landscape schematic and cost projection and shared information on the recommended plantings.
 5. Melvin will consider posting a Facebook survey, asking Newton residents for opinions on sculpture and/or an art object for the proposed landscape.
- F. Yard of the Month** **Jan**
1. Jan and Alicia reviewed the new yard sign recommendations made at last month's meeting.
 2. Sandra shared updates on her correspondence with the design company.
 3. Sandra hopes to have the design(s) to share at the January meeting.
- G. Adopt-a-Pot Update** **Collette**
1. Discussion ensued on the possibility of planting small evergreens in the adopted pots downtown.
 2. Members are uncertain about the size of potential plantings. A recommendation was made that Bill examine pots to determine the feasibility of adding evergreens and report his findings at the January meeting.
- H. Appearance Commission Facebook** **Melvin**
1. Melvin reported that the Facebook page now has 125 Likes.
 2. Page administrators are encouraged to add photos and other Appearance Commission updates on the site.
- I. Parks/Cemeteries Review** **All**
1. Alicia shared her _____ Park photos and landscape recommendations.
 2. She suggested an Appearance Commission Dropbox for shared documents, photos, powerpoints, etc. would be a more efficient means of organization and distribution. Collette and Alicia will work on this endeavor.
 3. Collette reminded members to email appearance recommendations for their assigned park/cemetery.

- J. Essay contest** **Jan**
1. Jan distributed an Appearance Essay Contest outline with rules, regulations, and a timeline.
 2. Members discussed soliciting organizations/businesses for prizes for essay winners and runners up.
 3. A recommendation was made to begin the contest in mid-February.
- K. Christmas Decorations / Luminaries** **Sandra**
1. Members reviewed the recommendations for next year's Christmas lighting as well as the purchase of additional lights.
 2. Sandra discussed the current Luminary park and the history/evolution of the Luminaries and changes of location.
- L. Fire Station Site Plan review** **Collette**
1. As of our meeting date, the Appearance Commission has not received a plan to review.
 2. Several members addressed the new fire station building plans.
- M. City Worker's Luncheon** **All**
1. Collette reported the confirmation on holding the luncheon at Holy Cross Lutheran Church on January 24th.
 2. Several city employees' names were added to the invitation list.
 3. Members reviewed the lunch menu and volunteered to bring select items.
 4. Final plans will be discussed at the January 9 Appearance meeting.

New Business

- A. New Year Planning/Budget Meeting**
1. Collette asked for suggestions on the planning/budget meeting.
 2. Members decided to extend a regularly scheduled meeting to include these planning items.
 3. Collette will email a framework prior to the extended meeting for members to review and plan accordingly.

Next Meeting: January 9, 2014 in the downstairs Recreation Department conference room

Notation: Highlighted sections denote an "Action Item," requiring action by one or more commission members.

Respectfully Submitted,
Jan Freeman
Secretary, Appearance Commission